

# PARENT/GUARDIAN REQUEST TO CHANGE STUDENT SCHEDULE

During the course selection process, students were asked to consider with deliberate care their course selection choices. Students received recommendations from their teachers, met with their guidance counselors, discussed choices and received approval from parents or guardians. Additionally, verification letters that included all course requests were mailed home to ensure that students had one final opportunity to make changes to their course requests for the upcoming year.

Ultimately, we want to provide the best opportunity students to learn while maintaining the integrity of our master schedule that is based on students' requests and in the interest of all NHSHS students.

Once the school year ends, requests for changes to a student's schedule for the upcoming school year will only be honored for the following reasons:

- Failure to meet the required prerequisites
- A level change that has been recommended by the teacher
- A change as directed by a student's IEP, GIEP or 504 Plan
- A request to add a class (provided it is not full) in place of a study hall

Requests for changes due to lunch assignment, study hall placement, incomplete summer assignments, or teacher preference will not be honored.

(Sources: Parent-Student Handbook & Course Selection Guide)

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Student Name: \_\_\_\_\_

Course(s) requesting to be dropped: \_\_\_\_\_

\_\_\_\_\_

Course(s) requesting to be added: \_\_\_\_\_

\_\_\_\_\_

**Check one of the boxes above indicating the reason for the requested change in your child's schedule.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Request Approved       Request Denied

